

UNITED STATES DEPARTMENT OF AGRICULTURE  
Oregon State Farm Service Agency  
7620 SW Mohawk Street  
Tualatin, Oregon 97062-8121

OR Notice GEN-102

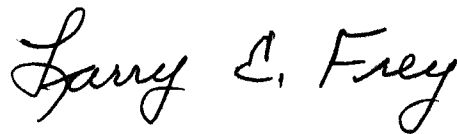
**For:** Oregon County Offices

---

**CRP Signup Training**

---

**Approved by:** Larry Frey, State Executive Director



---

**1 Overview**

**A  
Purpose**

To inform participants of the CRP Signup Training that is to be held the week of March 31, 2003.

**B  
Background**

This training session is to update COF staffs, who administer the Conservation Reserve Program (CRP), with new CRP program procedures, environmental compliance needs and software, including PC based eligibility determinations.

Training will be staggered and held in 2 different locations on March 31 to April 3, 2003 to facilitate the maximum use of limited computer equipment. Each participant is mandated to have hands on training on the use of the PC based eligibility software.

Policy training will be held at the Courtyard Marriott in Tigard. The hands on software training will be at the STO Training Room.

---

**Disposal Date:**

May 1, 2003  
3/4/03

---

**Distribution:**

Oregon County Offices,

## OR Notice GEN-102

### 2 Training Information

---

#### A

##### Meeting Locations

The Oregon FSA State Office is located at:

7620 SW Mohawk Street  
Tualatin, Oregon 97062

The Courtyard – Marriott hotel is located at:

15686 SW Sequoia Parkway  
Tigard, OR 97224  
(503) 684-7900

---

#### B

##### Training Participants

Due to equipment limitations, training will be limited to 13 people per session. Therefore, a tightly structured schedule will have to be followed. Participants will be split into three groups (1, 2, and 3) of no more than 13 each.

Below are the authorized number of attendees and their group #.

Group 1	Group 2	Group 3
Baker – 2	Douglas – 2	Clackamas – 2
Grant – 2	Klamath – 2	Deschutes – 2
Malheur – 2	Lake – 1	Marion – 2
Morrow – 2	Lane – 1	Polk – 2
Umatilla – 2	Linn - 2	Wasco – 2
Union - 2	Wallowa - 2	Yamhill – 1
DD Newhouse	DD Bush & COR	DD Block
Total 13	Total 12	Total 12

Group 1 and Group 2 are to report on Monday at 8:00 AM at their respective locations. Group 1 & 2 will be done by 5 PM on Wednesday. Group 1 and 2 are authorized to travel to Tualatin on Sunday.

Group 3 will report on Tuesday at 8:00 AM at the hotel. Group 3 will be done by 5 PM on Thursday. Group 3 is authorized to travel on Monday, if necessary.

Darca Glasgow and Linda Weiler are authorized to travel to STO on Sunday.

**NOTE: Follow standard travel regulations when determining if you are eligible to utilize overnight lodging.**

---

## OR Notice GEN-102

### 2 Training Information, Continued

---

#### C

##### Training Schedules

Training Topic	Monday	Tuesday	Wednesday	Thursday
Software Hands On (At STO)	Group 1		Group 2	Group 3
CCRP & Misc. Policy (At hotel)	Group 2		Group 1 & 3	
Standard Signup (At hotel)		All Groups		

We will start at 8 AM each day.

---

#### D

##### Lodging and Hotel Information

A block of room has been reserved at the Courtyard Hotel under “USDA CRP Training”. Participants will be responsible for making his or her own room reservation as soon as possible.

Each participant that will be utilizing local lodging is required to provide their completed tax exempt form when checking in.

The Courtyard has a refrigerator, a microwave, and satellite television in each guest room. It's located 9 miles south of downtown Portland and within easy access to shopping and other activities. Addition information about the Courtyard can be obtained from their website or from DD Newhouse or Bush.

---

#### E

##### Mileage and Per Diem

Government vehicles should be used for travel when available. Mileage is authorized for all employees. Carpooling is encouraged. Per Diem rates for the training meeting are shown in the following table:

Location	Maximum Lodging	Meals and Incidental Expenses	Total
Washington County	\$59	\$42	\$101

---

## OR Notice GEN-102

### 3      **Contacts**

---

#### **A**

#### **District Directors**

Direct questions about authorization for attendance, travel, and other similar matters to your DD.

Transferring between groups will require DD approval with concurrence from Lois Loop and subject to someone else being willing to trade.

---

#### **B**

#### **STO Contact**

Contact Pam Shelton for questions concerning travel documentation and regulations or recording your training session.

Contact Lois Loop if you have questions regarding the training.

---

### 4      **Action**

---

#### **A**

#### **Items to Bring**

Participants shall bring their own writing implements, notepads, and the new 2-CRP (Rev. 4) handbook, if released prior to March 31, 2003.

---

**Persons with disabilities who require accommodation to attend or participate in this meeting should contact Lois Loop at (503) 692-3688 Ext. 223 (Voice) or Federal Relay Service at 1-800-877-8339 (TDD) or by e-mail at [Lois.Loop@or.usda.gov](mailto:Lois.Loop@or.usda.gov) by March 17, 2003.**